



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54311

POSITION TITLE: ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR **JG: 25**

LOCATION: APPELLATE DIVISION, JUDICIAL FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$ 88,976

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within (18) months of appointment; **and** one year of service in the Senior Local Area Network Administrator title, **or** Bachelor's degree in computer science or a related field from an accredited college or university and three (3) years of related experience; **or** four (4) years of related experience; **or** an equivalent combination of education and experience.

ASSIGNMENT: Examine operations across all business units to design and implement solutions that automate day-to-day processes, improve access to justice and enhance services to the public. Initial projects will include implementation of information systems that allow for digitization of court records, web service integration between e file and case management systems, as well as expanding the public's ability to conduct business with the Court via the website, mobile devices and/or via video conference. Successful candidate will (1) create enterprise grade applications and scripts using PowerShell, JavaScript and/or Microsoft Client Object Model; (2) provide engineering level support, improve resiliency to vulnerabilities and perform in-place upgrades to existing pool of in-house and third-party developed systems and services; and (3) develop and/or implement health and compliance monitoring tools where applicable. Preference will be given to candidates with full stack development experience using C#, JavaScript, NodeJS, ASP.NET, SQL Server, Rest/Soap, HTML5, AzureDevops, Microsoft Graph. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent.

DISTINGUISHING FEATURES OF WORK: Associate Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under direction of administrative office personnel and Principal Local Area Network Administrators they are responsible for large, complex or multiple local area networks, supervising subordinate local area network administrators, and the management of multi-vendor client/server technology environments. They are responsible for wide area networks in order to ensure availability of services to all users. Associate Local Area Network Administrators are responsible for assisting in planning and implementation of network strategies in accordance with Department of Information Technology standards, policies, and procedures. Associate Local Area Administrators configure complex local area networks and install operating and application software and hardware. They resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications must submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) cover letter and resume by email to mljones@nycourts.gov or by mail to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 29, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 26, 2023

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
